



# HUMBOLDT STATE UNIVERSITY



## DARS Analyst

Closes: Wednesday, March 20, 2019

**(Job #19-12) Administrative Analyst/Specialist I Exempt, DARS Analyst, \$3,897-6,846/month.** Appointments are typically made at the beginning of the salary range. This is a full-time, 12-month pay plan, permanent position with a one-year probationary period in the Office of the Registrar. This position comes with an extensive benefits package that includes comprehensive medical, dental, and vision coverage, CalPERS retirement, Fee Waiver eligibility (reduced tuition on most CSU system classes), life insurance, and voluntary pre-tax health and dependent care reimbursement accounts. Additional benefits information can be found at <https://hraps.humboldt.edu/employee-benefits>.

**Position Summary:** This position utilizes and maintains the Degree Audit Reporting System (DARS) software, which provides HSU students, staff, faculty, and administration with an automated degree audit capability, creating a roadmap toward degree requirements and completion. This position works extensively with Academic Programs, degree counselors, academic advisors and faculty to ensure that programming of the system functions in the needed and desired ways. The DARS Analyst also works directly with the Publications Coordinator, ensuring that degree requirements, updates, changes, and deletions are accurately reflected in both the Catalog and in the DARS system.

### Duties:

- Oversee the development, maintenance, and use of DARS to evaluate degree requirements.
- Enter, maintain, and update all University major programs and their associated minor programs.
- Establish and maintain exception processing procedures.
- Troubleshoot and solve problems associated with DARS.
- Train personnel on DARS and the exception process.
- Develop and maintain the ongoing catalog changes for each new term.
- Discuss, evaluate, and create implementation and maintenance procedures for DARS.
- Assist with project leadership and liaison responsibilities between the end-user, technical staff, department chair, and advisers. Extensive testing, troubleshooting, and interface with the articulation officer on programming efforts of the degree audit and transfer articulation components.
- Provide training and instruction to articulation encoders, University staff, and faculty.
- Give presentations as needed. Attend annual DARS training.

**Minimum Qualifications:** General knowledge and skills in higher education degree audit reporting, with a foundational knowledge of public administration principles, practices, and methods. This foundation would normally be obtained through a bachelor's degree OR through a combination of education and work experience which provides the knowledge, skills, and abilities required for this position – primarily the ability to perform the full range of work related to research, analysis, development, evaluation, and operation of a degree audit system.

### Required Knowledge, Skills, and Abilities:

- Working knowledge of and ability to apply standard theories, principles, practices, and techniques applicable to higher education degree audit reporting to develop conclusions and make recommendations.
- Ability to take initiative and independently plan, organize, coordinate, and perform work in various situations where numerous and diverse demands are involved.
- Skill in the research, development and evaluation of policies and programs, including skill in the collection, evaluation, and interpretation of data to develop sound conclusions and make appropriate recommendations.
- Working knowledge of complex computer software processing principles.
- Thorough knowledge of University policies and procedures.
- Ability to determine methods to achieve programmatic goals, to anticipate problems, and address them proactively; to coordinate projects within or with other units, and handle multiple work priorities.
- Ability to work independently, use independent judgment, set individual deadlines, and complete projects.
- Strong organizational skills.
- Excellent interpersonal and communication skills.
- Ability to establish and maintain effective working relationships with students, staff, and faculty from diverse backgrounds.
- Expertise in investigating and analyzing problems with a broad administrative impact and implications. Ability to anticipate problems and address them proactively.

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- Demonstrated ability to effectively interpret, organize, and present information and ideas in written or presentation form.
- Ability to train others on new skills and procedures and provide lead work direction.

**Preferred Qualifications:**

- Three years' experience in a college or university setting.
- Thorough knowledge of DARS software.
- Working knowledge of PeopleSoft.

**Application Procedure:** To apply, qualified candidates must electronically submit the following materials via Interfolio (link below):

- Letter of Interest
- Resume or Curriculum Vitae
- Contact information for at least three professional references
- HSU Employment History Form (HSU Employment History Form: <https://forms.humboldt.edu/employment-history-form>)

CLICK HERE TO APPLY NOW: <http://apply.interfolio.com/61078>

(NOTE: Download the HSU Employment History Form and save it as a PDF file prior to filling it out. If the form is filled out on line (accessed via a web browser), content WILL NOT be saved).

**Application Deadline:** The deadline to submit application materials is 11:59 p.m. on Wednesday, March 20, 2019. To be notified in the event this recruitment re-opens for a subsequent review of applications, send an email to [careers@humboldt.edu](mailto:careers@humboldt.edu) that includes the job number (19-12) and applicant's last name in the subject line of the message.

*HSU is committed to enriching its educational environment and its culture through the diversity of its staff, faculty, and administration. Persons with interest and experience in helping organizations set and achieve goals relative to diversity and inclusion are especially encouraged to apply.*



*It is the responsibility of the applicant to provide complete and accurate employment information. Incorrect or improperly completed applications will not be considered for vacancies. Any reference in this announcement to required periods of experience or education is full-time activity. Part-time experience or education--or activities only part of which are qualifying--will receive proportionate credit. In accordance with applicable Collective Bargaining Agreements, preference may be given to the campus applicants covered by these agreements. However, positions are open to all interested applicants, both on and off campus.*

Class Code: 1038

*Evidence of required degree(s), certification(s), or license(s) is required prior to the appointment date. A background check (including a criminal records check, employment verification, and education verification) must be completed satisfactorily before any candidate can be offered a position with the CSU. Certain positions may also require a credit check, motor vehicle report, and/or fingerprinting through Live Scan service. Adverse findings from a background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.*

Publication Date: March 6, 2019

*Humboldt State University is committed to achieving the goals of equal opportunity and endeavors to employ faculty and staff of the highest quality reflecting the ethnic and cultural diversity of the state. Additional information about Humboldt State University can be found at [www.humboldt.edu](http://www.humboldt.edu).*

*Humboldt State University is a Title IX/Affirmative Action/Equal Opportunity Employer. We consider qualified applicants for employment without regard to race, religion, color, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, genetic information, medical condition, disability, marital status, protected veteran status, or any other legally protected status.*

*Compliance with the California Child Abuse and Neglect Reporting Act (CANRA) and CSU Executive Order 1083 Revised July 21, 2017 (EO 1083) is a condition of employment. CSU employees in positions with duties that involve regular contact with children or positions which supervise such employees are designated as Mandated Reporters under CANRA and are required to comply with the requirements set forth in EO 1083. Upon appointment to this position, the successful candidate(s) will be notified of and required to acknowledge their CANRA reporting status.*

*Additionally, all CSU staff and faculty receive training annually on their obligations in responding to and reporting incidents of sexual harassment and sexual violence. You will be notified by email when you are required to take this mandated training.*



**Humboldt State University** is part of the 23-campus California State University system. The University has a comprehensive arts and sciences curriculum, which is recognized nationally for its high academic quality. Founded in 1913, HSU is one of the premier, public institutions in the western United States; it is a rural and residential campus with an enrollment of approximately 8,000 students. The main campus is located in Arcata, California, in the northwestern part of the state along the coast, and situated among redwood trees in an area that offers unmatched scenic beauty, moderate climate and opportunities for outdoor activities. The surrounding Humboldt County locale has a population of 130,000. The community offers an excellent range of businesses, services and cultural activities/performances. The local schools are ranked in the top performance percentiles, both nationally and in the state.